



UNITED STATES MARINE CORPS
2D MARINE DIVISION, FLEET MARINE FORCE
CAMP LEJEUNE, NORTH CAROLINA 28542

DivO 1560.3A
12/GAN/ajl
2 SEP 1981

DIVISION ORDER 1560.3A

From: Commanding General
To: Distribution List

Subj: Veterans Administration Education Assistance

Ref: (a) MCO 1560.28A

Encl: (1) Sample Copy of Contributory Educational Assistance Program, Statement of Understanding, DD Form 2057 (12-76)
(2) Sample Copy of Disenrollment and Application for Funds Deposited in Post-Vietnam Era Veterans Education Assistance Program, VA Form 4-5281

1. Purpose. To promulgate policies and procedures governing Veterans Administration (VA) education assistance available to eligible Marine Corps personnel in implementation of the reference.

2. Cancellation. DivO 1560.3

3. Background. The Post-Vietnam Era Veteran's Educational Assistance Act of 1977 (Chapter 32, Title 38, U.S.C.) established a contributory educational assistance program. Personnel who entered the military service after 31 December 1976 are eligible to participate in the contributions to an educational fund on which the government matches on a 2 for 1 basis. The program is referred to as the Veterans Educational Assistance Program (VEAP).

4. Policy

a. Persons initially entering military service after 31 December 1976 have the right to enroll in the VEAP at any given time during their service on active duty and to become participants by making contributions to the program.

b. Personnel electing to participate in the program may authorize a monthly deduction from their pay. A participant's monthly deduction may be no less than \$25.00 and no more than \$100.00. Increments must be in the amount of \$5.00. Participants may make "Lump-Sum" contributions in addition to or in lieu of monthly contributions. Contributions (monthly deductions and Lump-Sum payments) by each participant is limited to a maximum of \$2,700.

c. Personnel electing to participate in the VEAP are required to maintain participation for at least 12 consecutive

months before suspending participation or disenrolling. Exceptions may be made in cases of personal hardship.

(1) A suspended participant is one who stops contributing to the fund either temporarily or permanently. The participant may resume at a later date without penalty or may use the accrued benefits if otherwise eligible.

(2) A disenrolled participant is one who terminates the contributions and submits application (VA Form 4-5281), thereby forfeiting any accrued entitlements to benefits except for refund of contributions made to the VEAP.

d. A participant becomes eligible to use entitlement upon meeting one of the following requirements:

(1) After 31 December 1976, must have completed first enlistment of active duty. Officers must have completed their six year obligation.

(2) Served on active duty commencing on or after 1 January 1977 and was discharged or released from active duty under conditions other than dishonorable.

(3) Discharged or released from active duty for a service connected disability.

5. Enrollment Procedures. Enrollement in the VEAP will be made on DD Form 2057, a sample is provided as enclosure (1). The form consists of two parts which are to be completed as follows:

a. Part I provides a statement of understanding of the provisions of VEAP as well as a statement regarding the ineligibility for the G.I. Bill. It is normally executed prior to entry on active duty at the Armed Forces Examination and Entrance Stations and included in the service member's record book.

b. Part II will normally be completed at the recruit depot or at the service member's first duty station, as set forth in the reference.

c. Personnel who desire to become participants in VEAP subsequent to an initial election not to participate will be counseled on the VEAP when they join the new command and afforded the opportunity to participate. Procedures to effect such enrollement are as follows:

(1) Enter the following notation in the remarks section of Part II of DD Form 2057:

"I desire to change the election which I made in paragraph 2 above on (day, month, year). It is my decision to voluntarily participate in VEAP by contributing from my military pay a sum of \$_____ per month for a minimum of 12 consecutive months.

(Signature) _____ (Date)

(Signature of Witnessing Officer) _____

(2) The amended DD Form 2057 will be used to initiate a unit diary entry to start VEAP and will be maintained in the SRB.

6. Suspension or Disenrollment Procedures

a. The reference requires that service members who elect to participate in the VEAP must participate for at least 12 consecutive months unless the service member suspends participation or disenrolls on the basis of personal hardship. The commanding officer who approves this suspension or disenrollment must view the supporting documents prior to approval.

b. If the eligible person has not used any, or only a portion of the entitlement by the end of a 10-year delimiting date, he/she is automatically disenrolled. He/she will be notified of any amount remaining in the fund. Such amount will be refunded by making application to the VA.

c. In all instances of disenrollment, only the participant's contributions or the unused portion thereof will be refunded.

d. The service member who suspends participation based on hardship or who is discharged or released from active duty retains the right to entitlement earned through the last month of participation.

e. A participant who disenrolls based on hardship forfeits entitlement to benefits and becomes entitled only to the refund of his/her contributions to the fund.

f. The service member may be permitted to suspend participation or disenroll from the program at the end of any 12 consecutive month period of participation without proof of hardship. Suspension in this instance allows resumption of participation, or when eligible, the use of accumulated entitlement. If, after 12 consecutive months, a Marine wishes to disenroll, only the participant's contribution will be refunded.

g. When discharge or release from active duty is under dishonorable conditions, the participant is automatically disenrolled. Contributions will be refunded on the date of discharge or release from active duty or within 60 days or receipt of notices by the VA of such discharge or release, whichever is later.

h. If death occurs while on active duty or after discharge or release from active duty, any unused amount of contributions will be refunded to the participants beneficiaries.

i. All requests for disenrollment and refund will be submitted on VA Form 4-5281 (Notice of Disenrollment and Application for Funds Deposited in Post-Vietnam Era Veterans Education

Assistance Program). The form is available in the Navy Supply System (COG 1), stock number 0577-LP-0540000. The form will be completed in triplicate. Block 1 through 10 of part I and II will be completed by the applicant as directed by enclosure (2). All applicants will be counseled in accordance with the reference. Block 11 and 12 will be completed by the commanding officer for applicants requesting disenrollment on the basis of personal financial hardship prior to contributing to VEAP for the required 12 consecutive months. In these cases, forward the forms to this Command (Attn: Division Education Officer). After completion of the form, one copy of the form will be retained for filing in the service record book of the individual concerned. The original and one copy will be submitted to the Marine Corps Finance Center as directed by enclosure (2).

7. Action

a. Commanding Officers will:

(1) Ensure wide dissemination of the contents of this Order.

(2) Ensure eligible personnel are counseled on the VEAP when they join the command. Counseling should include the advantages of the program and the procedures for making application. A page 11 entry should be made in the service member's record book to the effect that the VEAP has been explained and included a statement as to whether the member wants to or does not want to participate in the VEAP.

(3) Ensure compliance with this Order.

b. Division Education Officer will assist units as necessary in implementing this order.

John B. Donovan
JOHN B. DONOVAN
Chief of Staff

DISTRIBUTION: A

CONTRIBUTORY EDUCATIONAL ASSISTANCE PROGRAM - STATEMENT OF UNDERSTANDING

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 38, U.S. Code, Sections 1621, 1622, and 1623.

PRINCIPAL PURPOSE: To establish eligibility to participate in the Educational Benefits Program of the Post-Vietnam Era Veteran's Educational Assistance Act of 1977 (VEA).

ROUTINE USES: Information will be used as a source document indicating participation status of each service member VEA. Information is routinely forwarded thru Military Personnel and Finance and Accounting channels, and to the Veterans Administration for the purpose of counseling concerning the program, and acquisition of educational benefits.

DISCLOSURE: Disclosure of your social security number and other personal information is voluntary. However, enrollment cannot be processed if requested information is not provided.

PART I - TO BE COMPLETED PRIOR TO ENTRY ON ACTIVE DUTY

1. Prior to my entry on active duty, I was informed that:

a. My entry in the Armed Services of the United States on this date makes me eligible to participate in the educational benefits program of the Post-Vietnam Era Veterans' Educational Assistance Act of 1977 (VEA). Under that program, I can voluntarily establish an educational matching fund by making monthly contributions from my military pay. The Veterans' Administration (VA) will provide additional monies to the amount that I contribute, thus creating a fund from which I can receive up to 36 months of educational benefit payments. The number of months of payments I can receive and the amount of these payments is tied to the number of months and the amount of contributions that I made. These payments will generally only be available to me after I have completed my first obligated period of active duty.

b. I will be further briefed on the specific provisions of the VEA during my in-processing at the Reception Station or at initial duty station. I can decide whether or not I wish to enroll in the program at that time. Some of the provisions of the VEA, however, are as follows:

(1) The VEA establishes a voluntary educational assistance program under which I can contribute between \$50 and \$75 a month from my military pay (to a maximum of \$2700) to an educational fund. The VA will provide matching funds of \$2 for each \$1 that I contribute.

(2) I can enroll in the program at any time during my service on active duty.

(3) Once enrolled in the program I must participate for at least 12 consecutive months, unless I am discharged or released from active duty or allowed to suspend participation or disenroll due to personal hardship (as determined under regulations issued by the VA and Secretary of Defense).

(4) I will be automatically disenrolled from the program if I am discharged or released from active duty under dishonorable conditions or if I do not use the benefits within 10 years after my discharge or release from active duty.

(5) If before completing 12 continuous months of participation, I disenroll from the program for any reason other than for reasons of personal hardship, only the amount of money that I have contributed to the fund will be returned to me. The refund will normally be paid only after my discharge or release from active duty, although refunds may be made earlier in certain instances of hardship or other good reason.

(6) Provisions will be made at the time of my enrollment to provide for the refund of monies that I have contributed to the fund to my beneficiary or beneficiaries in the event of my death while participating in the program.

2. I have also been informed that I am not eligible for the noncontributing educational benefits provided by the GI Bill that terminated on 31 December 1976. Regardless of what else I may have seen or read in any source or have been told by any person, I understand that no one who enters on active duty or the Delayed Entry Program after 31 December 1976 is eligible for the noncontributing educational funds that were available to service members who enlisted before that date.

NAME AND GRADE OF WITNESSING OFFICIAL	NAME OF APPLICANT	SOCIAL SECURITY NUMBER
SIGNATURE OF WITNESSING OFFICIAL	SIGNATURE OF APPLICANT	DATE

PART II - TO BE COMPLETED DURING RECEPTION STATION PROCESSING OR AT FIRST DUTY STATION

During in-processing at _____ (location of reception station)
I was informed of the provisions of the VEA. It is my decision to:

1. Voluntarily participate in the VEA program by contributing from my military pay a sum of \$ _____ per month for a minimum of 12 consecutive months. I understand I can change the amount of my contribution, provided the contribution is at least \$50 but not greater than \$75 per month. I am aware of the provisions of Part I, Paragraph 1b(3), above.
2. Not participate in the VEA program at this time. I understand I can enroll in the program at any time during my service on active duty.

REMARKS:

SIGNATURE OF SERVICE MEMBER

DATE

NAME AND GRADE OF WITNESSING OFFICIAL

SIGNATURE OF WITNESSING OFFICIAL

DATE

VETERANS ADMINISTRATION
APPLICATION FOR REFUND OF EDUCATIONAL CONTRIBUTIONS
 (VEAP, Chapter 32, Title 38, U.S.C.)

PRIVACY ACT INFORMATION: The information requested on this form is solicited under 38 U.S.C. 1623 (PL 94-502). This information is necessary to properly identify and refund the amount currently being held in the Post-Vietnam Era Veterans Education Account. Disclosure of information requested is voluntary. However, failure to provide this information may delay your refund payment. The information may be disclosed outside the VA as permitted by law, or as stated in the "Notices of Systems of VA Records" which have been published in the Federal Register in accordance with the Privacy Act of 1974.

IMPORTANT INSTRUCTIONS - Prior to completing this form, you should understand that you may be eligible to receive educational benefits. By completing this form, you will forfeit any entitlement you may have earned. If you have any questions concerning your eligibility, contact your nearest VA regional office before submitting this form. If you wish a refund, complete Part I and carefully read the instructions contained in Parts II and III. Failure to complete this form properly may result in delay of your refund.

PART I - IDENTIFICATION DATA

1. NAME OF APPLICANT	2. SOCIAL SEC. NO.	3. BRANCH OF SERVICE	4. VA FILE NO. (If known)
5. MAILING ADDRESS OF APPLICANT Z!P CODE ▶		6. ADDRESS OF COMMAND (If on active duty)	

PART II - NOTICE OF DISENROLLMENT AND APPLICATION FOR REFUND

7. I request that I be disenrolled from the POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM. I further request that all funds that I have contributed to this program be refunded to me. I realize that by this disenrollment I am forfeiting my entitlement to receive educational benefits under this program. If I am on active duty, I may again enroll in this program by establishing a payroll deduction and thereby reestablish entitlement to educational benefits. However, I will not be able to regain the amount of entitlement I have so far accrued upon refund of these funds.

8. REASON FOR DISENROLLMENT

A PERSONAL HARDSHIP B EDUCATION COMPLETED C VOCATION OBTAINED D OTHER (Specify)

FOR APPLICANTS ON ACTIVE DUTY ▶	<i>NOTE - The following signature block is to be completed only by applicants on active duty. Signature of Service Approving Official is required only upon disenrollment prior to completion of at least 12 monthly contributions to this program. Carefully read instructions in Part III after this portion is completed.</i>			
	9. SIGNATURE OF APPLICANT	10. DATE	11. SIGNATURE AND TITLE OF SERVICE APPROVING OFFICIAL	12. DATE

FOR APPLICANTS NOT ON ACTIVE DUTY ▶	<i>NOTE: The following signature block is to be completed only by applicants not on active duty, and must either be notarized by a Notary Public or certified by a VA official upon the applicant's personal appearance and presentation of valid identification at any VA regional office. Carefully read instructions to Part III after this portion is completed.</i>			
	13A. SIGNATURE OF APPLICANT	13B. DATE	14A. SIGNATURE AND TITLE OF VA CERTIFYING OFFICIAL	14B. DATE
	Sworn to and subscribed before me this _____ day of _____, 19____ [SEAL] _____ Notary Public My commission expires _____			

PART III - CERTIFICATION

INSTRUCTIONS - Applicants on active duty should have Section A completed by the Finance Officer at his/her current installation. Applicants not on active duty should forward this form to the closest VA Regional Office with a copy of DD Form 214, Notice of Discharge.

SECTION A - ON ACTIVE DUTY ▶	I certify that I have reviewed this document and attachment and that payment or refund is proper.		
	15. LAST ALLOTMENT (Month, year)	16. SIGNATURE OF INSTALLATION FINANCE OFFICER	17. DATE
SECTION B - NOT ON ACTIVE DUTY ▶	18. DATE OF DISCHARGE (Per DD Form 214)	19. SIGNATURE OF VA REGIONAL OFFICE FINANCE OFFICER	20. DATE

ADDRESS OF INSTALLATION OR VA REGIONAL OFFICE

